



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 10/11/18	<u>Interviewer:</u> Caitlin McGrane	<b>RFA #18-77</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Interim Manager, [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED] of students from [REDACTED] visiting campus over the summer- not affiliated with WWU		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☐    Staff ☒    Student ☐  
 Concern Regarding:    Male ☒ Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student ☐

**Category:** *(Please check at least one)*

- |  |   |   |                                     |  |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color                        | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin              | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |   |   |                                     |  |

Time Line		
Date	Item	Comments
9/27/18	[REDACTED] emailed Lynae Rickman	[REDACTED] emailed Lynae Rickman in EO that she was informed by her client a couple of weeks ago during a debrief of the [REDACTED] group who as here over the summer [REDACTED] that the leader of the group, [REDACTED] was accused of sexual harassment by one or more female students when they got back to [REDACTED] [REDACTED] said upon investigation, the allegations were not proven true, however she thought it would be important to report the situation to the EO office.
9/27/18	Lynae Rickman email [REDACTED]	Lynae Rickman emailed [REDACTED] indicating CM would follow up with her when she returned from leave on October 8.
10/10/18	CM phone call to [REDACTED]	CM phone call to [REDACTED] - no answer, left VM
10/11/18	CM email to [REDACTED]	CM email to [REDACTED] to schedule a time to meet- [REDACTED] emailed back indicating a phone conversation would be more convenient given her schedule
10/11/18	CM phone call to [REDACTED]	CM phone call to [REDACTED] to learn about the situation. [REDACTED] indicate a group from [REDACTED], 40 students this year, came to WWU's campus from [REDACTED] this year for a [REDACTED] focused summer camp. [REDACTED]

		<p>indicated there were 5 chaperones that came with the students from [REDACTED]. During a debrief with her client [REDACTED] who helps bring the students over from [REDACTED], [REDACTED] learned that the lead chaperone [REDACTED] did not know [REDACTED] (full name), was accused of sexual harassment, some kind of inappropriate behavior, by some of the students when they got back to [REDACTED]. [REDACTED] indicated [REDACTED] told her it was a big deal and there were a lot of upset parents. [REDACTED] indicated the school got involved and did an investigation, but nothing was turned up. [REDACTED] indicated there was no real evidence, so the matter was settled.</p> <p>[REDACTED] indicated she wanted to let EO know about it because the conduct most likely occurred while on campus, as that is where a bulk of the program took place.</p> <p>[REDACTED] indicated it was unlikely that [REDACTED] would come back to campus.</p>
10/18/18	CM update SGS	<p>CM met with SGS and updated her on the information received from [REDACTED]. SGS indicated because [REDACTED] was not affiliated with WWU, there was no ability to investigate- however, SGS will follow up with the Vice Provost of Extended Education, Earl Gibbons to make sure he is aware of the circumstance and that EO will not be able to take more than supportive action.</p>